



PLANNING DEPARTMENT
 1243 NATIONAL CITY BOULEVARD
 NATIONAL CITY, CA 91950
 (619) 336-4310

Discretionary Approval Applications

	Amendment – General Plan, Specific Plan, Coastal Plan	Annexation	Approval of Plans	Certificate of Compliance	Coastal Development Permit	Code Amendment	Conditional Use Permit ¹	Historic Site Designation	Interpretation	Planned Development	Planned Unit Development	Specific Plan	Street or Alley Initiation and Vacation	Substantial Conformance	Tentative Parcel Map	Tentative Subdivision Map	Time Extension	Variance	Zoning Map Change
Pre-application Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Application	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NPDES Applicability Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Environmental Assessment Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Grant Deed & Preliminary Title Report	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Mailing Labels	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X
Site Photos	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Site Plan	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
Architectural and Floor Plans	X		X		X	X	X	X		X	X	X	X	X		X	X	X	
Conceptual Landscape Plan	X		X		X	X	X	X		X	X	X	X	X	X	X	X	X	
Grading & Drainage Plan	X		X		X		X			X	X	X	X	X		X	X	X	
Plat Map													X		X	X			
Tentative Map															X	X	X		
Historic Study								X											
Digital Files (CD)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fees	See fee list on reverse side																		

X = Required
¹ Applications for wireless communication facilities or alcoholic beverage sales have additional submittal requirements (see separate handout).

PLANNING FEES (partial)

		Amount (not to exceed)	25% Initial Deposit Amount
Development	Annexation	\$ 9,940.00	\$ 2,485.00
	Approval of Plans	\$ 7,890.00	\$ 1,972.50
	Coastal Dev Permit with Public Hearing	\$ 9,940.00	\$ 2,485.00
	Code Amendment	\$ 9,940.00	\$ 2,485.00
	Conditional Use Permit	\$ 7,890.00	\$ 1,972.50
	Consistency Review	\$ 10,130.00	\$ 2,532.50
	General Plan Amendment	\$ 9,940.00	\$ 2,485.00
	Historic Site Designation	\$ 6,050.00	\$ 1,262.50
	Initial Study	\$ 7,270.00	\$ 1,817.50
	Local Coastal Program (LCP) Amendment	\$ 9,940.00	\$ 2,485.00
	Planned Development Permit	\$ 7,890.00	\$ 1,972.50
	Planned Unit Development	\$ 8,340.00	\$ 2,085.00
	Request to Initiate GP/SP/Code Amendment/Zone Change	\$ 6,430.00	\$ 1,607.50
	Specific Plan	\$ 9,940.00	\$ 2,485.00
	Specific Plan Amendment	\$ 7,740.00	\$ 1,935.00
	Substantial Conformance, Council, Commission	\$ 6,660.00	\$ 1,415.00
	Time Extension with Public Hrg (CUP, PD, PUD, Variance)	\$ 5,710.00	\$ 1,427.50
	Variance	\$ 8,020.00	\$ 2,005.00
	Zone Map Change	\$ 9,940.00	\$ 2,485.00
Subdivision	Certificate of Compliance	\$ 2,690.00	\$ 672.50
	Lot Merger	\$ 2,690.00	\$ 672.50
	Street Vacation	\$ 8,900.00	\$ 2,225.00
	Street Vacation Initiation	\$ 4,040.00	\$ 1,010.00
	Tentative Parcel Map	\$ 6,500.00	\$ 1,625.00
	Tentative Subdivision Map	\$ 9,940.00	\$ 2,485.00
	Time Extension, Tentative Parcel Map	\$ 2,280.00	\$ 570.00
	Time Extension, Tentative Subdivision	\$ 3,840.00	\$ 960.00
Miscellaneous	Appeal, Project Processing (non-refundable) Project	\$ 3,710.00	
	Interpretations	\$ 5,800.00	

____ 1. PRE-APPLICATION MEETING

The applicant shall contact the Planning Department staff to schedule an appointment for a pre-application meeting before applying. Appointments can be made by calling (619) 336-4310.

____ 2. APPLICATION

One copy of the completed application form must be completed.

____ 3. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM FORM

- a) A NPDES Checklist Form (attached) must be submitted with all applications to determine if a Water Quality Technical Report and Hydrology Study must be prepared.
- b) If required by above (a), submit a Water Quality Technical Report and Hydrology Study and a deposit to the Engineering Department. This study must be submitted prior to a Discretionary Permit application.

____ 4. ENVIRONMENTAL ASSESSMENT FORM (INITIAL STUDY)

An Environmental Assessment Form shall be submitted for all discretionary projects to determine the potential environmental impacts of the proposed project. If it is determined that the proposal may have a significant impact, an Environmental Impact Report (EIR) or Negative Declaration/Mitigated Negative Declaration would be required in accordance with the "National City Environmental Guidelines."

____ 5. GRANT DEED AND TITLE REPORT

The application shall include two (2) copies of the grant deed and preliminary title report for the property.

____ 6. MAILING LABELS

The applicant shall provide a certified mailing list that includes all property owners and occupants within 300 feet of the exterior boundaries of the property where the permit is proposed. The list must be provided on 8-½ inch by 11-inch paper (formatted as labels—Avery 5260 layout) and include the following:

Property Owners:

- Assessor's Parcel Number
- First and Last Name of Owner
- Mail Address – Street number, Street name, City, State and Zip

Occupants:

- Assessor's Parcel Number
- "Occupant"
- Site Address – Street number, Street name, City, State and Zip

7. SITE PHOTOS

Provide photos of the project site and surrounding area to document existing site conditions.

8. SITE PLAN

The applicant shall submit a site plan drawn to scale in the following quantities and sizes.

- (3) Three sets of full size D Sheets (folded and stapled to 8½" x 11")
- (10) Ten sets of 11" x 17" sheets (folded and stapled to 8½" x 11")
- (1) One 8½" x 11" reduced set. Plans must be legible, drawn to scale, and accurately show what is proposed.

9. ARCHITECTURAL PLANS AND FLOOR PLANS

The applicant shall submit architectural plans and floor plans (when necessary) stapled to the preliminary site plan. Architectural plans may substituted by photos for existing developments when no exterior construction is proposed.

10. GRADING AND DRAINAGE PLAN

The application shall include two (2) copies of a conceptual grading and drainage plan for all new construction accurately drawn to scale and prepared by a registered civil engineer or licensed architect. If a grading plan is not required, provide a letter from a registered civil engineer.

11. CONCEPTUAL LANDSCAPE PLAN

The application shall include two (2) copies of a conceptual landscape plan. The plan should indicate a plant palette. A final landscape and irrigation plan will be required to be submitted with building permit. For further information on landscaping requirements, please consult the Land Use Code (NCMC 18.44).

12. TENTATIVE MAP / PLAT MAP

Tentative maps and plat maps are representations of tracts of land prepared by a licensed surveyor or registered civil engineer. Tentative maps are required when creating a new lot; whereas, plat maps are necessary when adjusting existing lots.

13. HISTORIC STUDY

Historic Studies demonstrate historic significance of a building.

14. DIGITAL FILES

All applications shall include a CD with PDF, JPEG copies of all plans and photos submitted.



PLANNING DEPARTMENT
 1243 NATIONAL CITY BOULEVARD
 NATIONAL CITY, CA 91950
 (619) 366-4310
planning@nationalcityca.gov

STAFF ONLY	
Case Number	_____
Filing Fee \$	Receipt No. _____
Date Received	By _____
Zoning Designation	U.G. _____
New or Modification	_____
Related Cases	_____
E.A.F. Required	Fee _____

DISCRETIONARY PERMIT APPLICATION

☐ Amendment
☐ Annexation
☐ Approval of Plans
☐ Certificate of Compliance
☐ Coastal Development Permit
☐ Code Amendment
☐ Conditional Use Permit
☐ Historic Site Designation
☐ Interpretation
☐ Initiation

☐ Planned Development Permit
☐ Planned Unit Development
☐ Specific Plan
☐ Street/Alley Vacation
☐ Substantial Conformance
☐ Tentative Parcel Map
☐ Tentative Subdivision Map
☐ Time Extension
☐ Variance
☐ Zoning Map Change

SUBJECT PROPERTY ADDRESS:

Address: _____ APN: _____

APPLICANT:

Name: _____ Signature: _____
 (Please type or print) Date: _____

Address: _____

Phone No. _____ Fax No. _____ Email: _____

PROPERTY OWNER(S) of all property included in this application: (Attached extra sheets if necessary).

Name: _____ Signature: _____
 (Please type or print) Date: _____

Address: _____

Phone No. _____ Fax No. _____ Email: _____

PROPERTY AND PROJECT DESCRIPTION

1. PROPERTY DESCRIPTION (fill in blanks)

	Existing	Proposed
No. of parcels	<input type="text"/>	<input type="text"/>
No. of units/suites	<input type="text"/>	<input type="text"/>
Building/suite square footage	<input type="text"/>	<input type="text"/>
Parking spaces – covered	<input type="text"/>	<input type="text"/>
Parking spaces – uncovered	<input type="text"/>	<input type="text"/>

2. PROJECT DESCRIPTION (ideas for description are bulleted below)

- | | | |
|-------------------------------|----------------------------------------------------------|-------------------------------|
| • Purpose of request | • List license/permits required by governmental agencies | • Number of bedrooms |
| • Number of employees | • Live entertainment / karaoke | • Building height |
| • Hours of operation | • Types of alcohol sold on site | • Setbacks |
| • Days of week open to public | • Unit square footages | • Private open space per unit |
| • Neighboring uses | | • Common open space |

MAILING LIST CERTIFICATION

I certify that the attached document is a complete list of all property owners and their mailing addresses, and occupants with their site within 300 feet of the exterior boundaries of the property described in the application case file number _____.

This list was taken from the latest adopted San Diego County Tax Roll maintained in the office of the San Diego County Tax Assessor on _____.

Signature

Date



City of National City

1243 National City Blvd.
National City, CA 91950
(619) 336-4580

National Pollutant Discharge Elimination System (NPDES) Project Applicability Form

No project will be accepted by the City without this form completed in its entirety

Project Name: _____ Project Area: _____ acres/sq ft

Project Address: _____

APN: _____ Proposed Impervious Area: _____ acres/sq ft

Description of Project: _____

Description of Location: _____

Section 1 – Permanent Storm Water BMP Requirements:

Part A: Determine Subjectivity to SUSMP Requirements

Is the project new development? ☐ Yes ☐ No

Is the project redevelopment that adds/replaces/creates 5,000 ft² of impervious surface¹? ☐ Yes ☐ No

If both of the above answers are "no", go to Part B. If either of the above answers is "yes," answer the questions below (check all that apply).

Is the project...

1. Residential development resulting in the disturbance of one acre or more of land or comprised of 10 or more attached or detached dwelling units? ☐ Yes ☐ No
2. Commercial development resulting in the disturbance of one acre or more of land? ☐ Yes ☐ No
3. Industrial development resulting in the disturbance of one acre or more of land? ☐ Yes ☐ No
4. Automotive repair shop? ☐ Yes ☐ No
5. Restaurant greater than 5,000 square feet? ☐ Yes ☐ No
6. Steep (slope of 25% or more) hillside development that will create greater than 5,000 square feet of impervious surface? ☐ Yes ☐ No
7. Located such that it is within or directly adjacent to (within 200 feet) or directly discharges to an Environmentally Sensitive Area (ESA) and creates at least 2,500 square feet of impervious area or increases impervious area to 10% or more of its naturally occurring condition? ☐ Yes ☐ No
8. Parking lot greater than or equal to 5,000 square feet of impervious surface OR with at least 15 parking spaces and potentially exposed to urban runoff? ☐ Yes ☐ No
9. Streets, roads, highways, and freeways which would create a new paved surface that is 5,000 square feet or greater? ☐ Yes ☐ No
10. Retail gasoline outlets 5,000 square feet or more or with a project Average Daily Traffic (ADT of 100 or more vehicles per day ☐ Yes ☐ No
11. All other pollutant generating development projects that result in the disturbance of one acre or more of land.² ☐ Yes ☐ No

¹ See the City's SUSMP Manual for more detail on the definition of "significant redevelopment."

² Generally all projects which include impervious surfaces and/or introduce landscaping that requires routine use of fertilizers and pesticides are considered pollutant generating above background levels.

Limited exclusion: trenching and resurfacing work associated with utility projects are not considered Priority Development Projects. Linear pathway projects that are for infrequent vehicle use, such as emergency or maintenance access, or for pedestrian or bicycle use, are not considered pollutant generating above background levels if they are built with pervious surfaces or if they sheet flow to surrounding pervious surfaces. Parking lots, buildings and other structures associated with utility projects are Priority Development Projects if one or more of the criteria in Part A is met.

If any of the answers to Part A is "Yes", your project is a "Priority Development Project" and must meet the requirements of the City's Standard Urban Storm Water Mitigation Plan (SUSMP) Manual.

Is this a Priority Development Project that requires a SUSMP submittal? ☐ Yes ☐ No

If the answer is "Yes," see also the flow chart at the end of this checklist to determine applicability of Hydromodification Management Plan (HMP) requirements. HMP applicability must be discussed in the SUSMP report and all requirements must be met as part of the SUSMP Report approval process.

If all answers to Part A are "No", continue to PART B.

If any of the answers to Part A is "Yes", skip PART B and go to Section 2.

Part B: Determine Non-SUSMP Standard Permanent Storm Water BMP Requirements

Does the project require any of the following permits or approvals? ☐ Yes ☐ No

- *Discretionary: Conditional use permit (including modification or extension); Coastal development permit; Parcel map (and modifications); Reclamation plan; Planned development permits; Planned unit development permits; Planning commission approval of plans; Site plan review; Tentative map (and amendments to conditions of approval or time extension); Tentative parcel map; or Variance OR*
- *Ministerial: Administrative clearing permit; Lot line adjustment; Final map modification; Grading plan (including modification or renewal); Improvement plan (including modification); Landscape plan; Building permit; Construction right-of-way permit; Encroachment permit; Excavation permit; On-site wastewater system permit; Underground tank permit; or Well permit*

Will the project include exterior construction beyond signs, façade work, or other incidental construction to an existing structure? ☐ Yes ☐ No

If all answers to Part A are "No" and any answer to Part B is "Yes", your project is subject to the City's Standard Permanent Storm Water Best Management Practice (BMP) requirements as listed in Municipal Code Chapter 14.22.

Is this project subject to the Standard Permanent Storm Water BMP requirements? ☐ Yes ☐ No

If every question in both Parts A and B is answered "No", your project is exempt from non-SUSMP Standard Permanent Storm Water requirements.

☐ **This project is for interior improvements only and is not subject to non-SUSMP Standard Permanent Storm Water BMP requirements.**

Verified by: _____ Division: _____ Date: _____

Section 2 – Construction Requirements:

General Construction Permit

If your project disturbs at least one acre of land, you are subject to the State General Construction Permit. A Notice of Intent (NOI), Storm Water Pollution Prevention Plan (SWPPP), and other documents must be prepared for your project and filed electronically with the State Water Resources Control Board (SWRCB).

Is this project subject to the General Construction Permit? ☐ Yes ☐ No

If your project disturbs less than one acre of land, you are subject to the City's minimum construction BMPs, included in the City's BMP Manual.

Construction Threat to Water Quality Prioritization

See the attached flow chart for guidance in determining the construction prioritization.

This project is prioritized as a ☐ HIGH ☐ MEDIUM ☐ LOW threat to water quality.

Section 3 – Operating Requirements:

After your project is complete, certain water quality protection requirements may apply to the facility. The facility owner and operator should be made aware of these requirements.

All municipal, industrial, commercial, and residential sites in the City of National City are required to implement storm water BMPs to reduce the amount of pollution discharged to the Maximum Extent Practicable (MEP). See Appendix C of the City's Jurisdictional Urban Runoff Management Plan (JURMP) for further details.

Some industrial facilities are also subject to the State General Industrial Permit for Storm Water Discharges (Industrial Permit). To find out if your project may be required to obtain coverage under the Industrial Permit after it begins operations, visit the State Water Resources Control Board web site at http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml.

Section 4 – Certification:

Name and Title of person completing form: _____

Telephone number: (____) _____ – _____ Fax number: (____) _____ – _____

E-mail Address: _____ (optional)

I understand that as a condition of my permit, I am required to prevent construction-generated and related pollutants from discharging from the project site. All construction projects within the City of National City are required to implement Best Management Practices (BMPs). I have received a copy of the Construction Site BMP handout.

Signature of responsible party: _____ Date: _____

For City of National City Use Only**Engineering Department**

The information provided is consistent with the proposed plans ☐ Yes ☐ No

Information/documentation disseminated for SUSMP

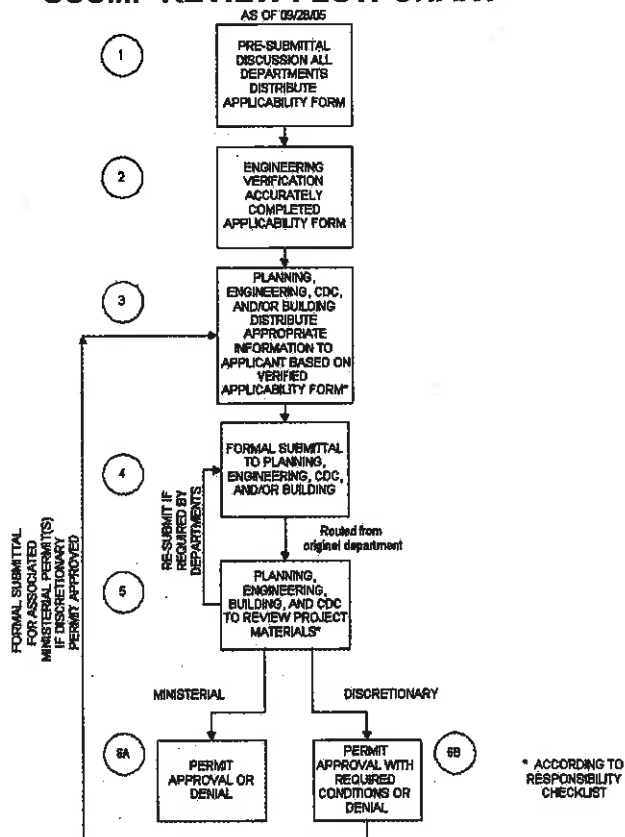
- ☐ Standard Permanent Storm Water BMPs ☐ Non-SUSMP Standard Permanent Storm Water BMPs
☐ General Construction Permit ☐ Erosion & Sediment Control ☐ General Industrial Permit
☐ N/A (No required documentation) ☐ Other _____

Signature: _____ Date: _____

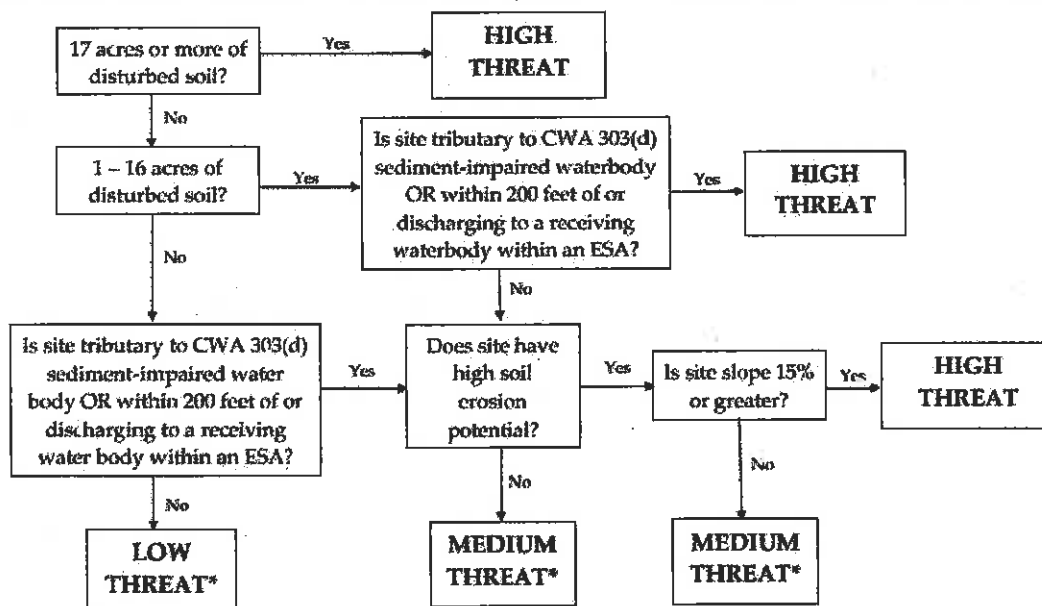
☐ **Planning Department** OR ☐ **Community Development Commission** Initial: _____

☐ **Building Department** Initial: _____ ☐ BMP information distributed

SUSMP REVIEW FLOW CHART



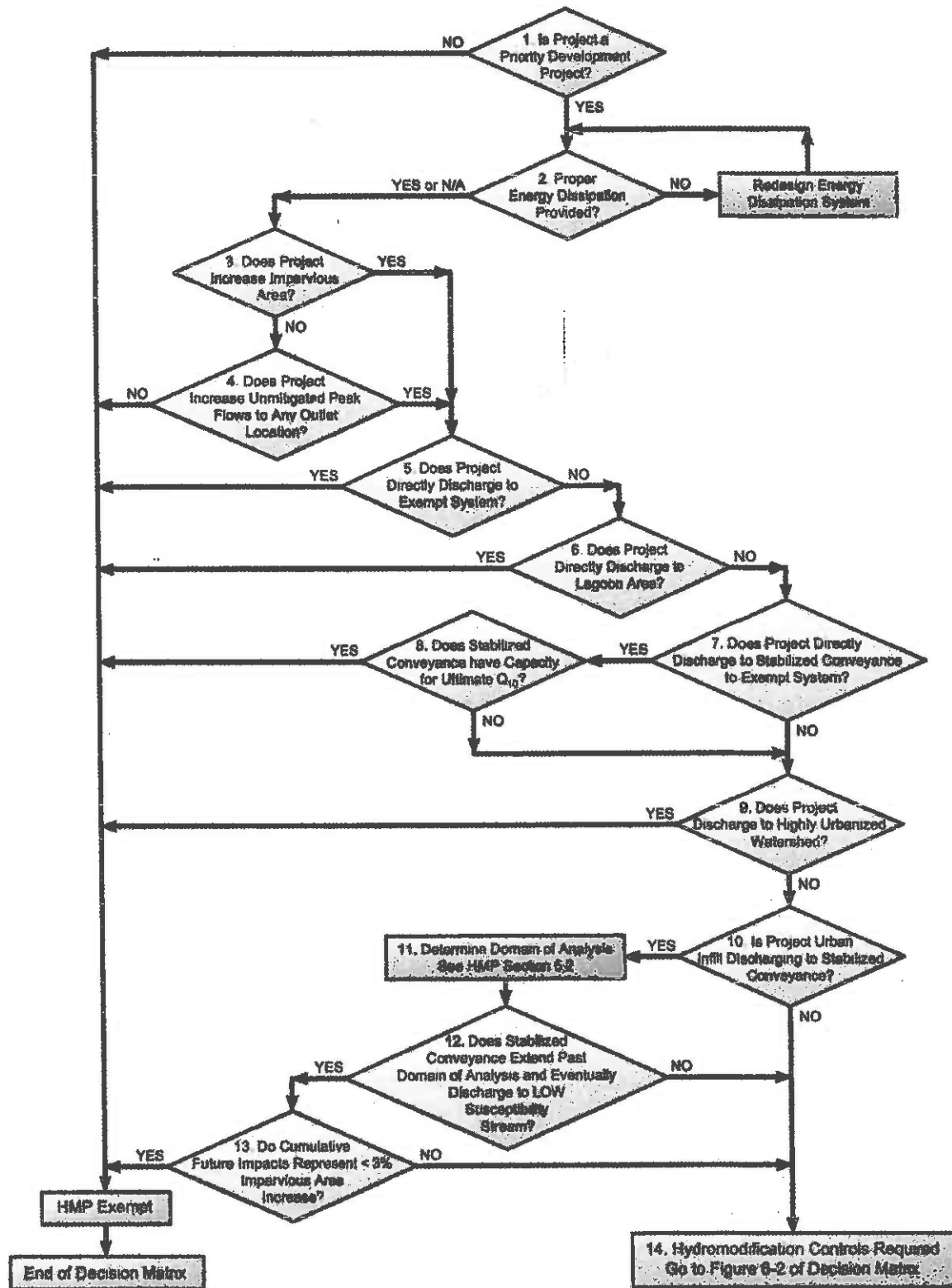
CONSTRUCTION THREAT TO WATER QUALITY PRIORITIZATION FLOW CHART



*Site: with a low or medium TTWQ can be given a higher threat prioritization based on additional factors, such as project type, non-storm water discharge potential, or if there is a history of non-compliance with storm water regulations at the site.

CWA 303(d) waterbodies: Seventh Street Channel, La Paleta Creek, San Diego Bay, and Sweetwater River
ESA waterbodies: Paradise Marsh, Paradise Creek, and Sweetwater Marsh National Wildlife Refuge

HYDROMODIFICATION MANAGEMENT PLAN (HMP) APPLICABILITY FLOW CHART



See the Regional Final Hydromodification Management Plan (HMP) for specific requirements, definitions, and details. The Final HMP is available in Appendix E of the City's SUSMP Manual or online at http://www.projectcleanwater.org/html/wg_susmp.html

City of National City ENVIRONMENTAL ASSESSMENT FORM

The information you provide in this form will be used to determine what type of environmental document will be prepared for the project. To avoid unnecessary project delays, the information you provide should be complete, accurate and unbiased.

The State of California requires cities to assess the environmental impact of all development projects before permits for such action are issued. The attached form will assist you in presenting the environmental effects of your project. The form includes information about the project and an assessment of the potential environmental. You may be asked to answer other questions and submit additional information to determine whether an Environmental Impact Report (EIR) is required for the project.

This form shall be accompanied by a set of the PROJECT PLANS and a PROJECT SCHEDULE.

1. _____
Applicant Name

Address

Phone #

Fax #

E-Mail
2. _____
Property Owner Name

Address

Phone #

Fax #

E-Mail
3. Project Site Address: _____
4. APN: _____

5. Proposed Use(s) (Include # of Dwelling Units/Type of Building/Square-Footage):

6. Other Related Permits (List and describe any other related permits and other public approvals required for this project including those required by City, Regional, State and Federal agencies.):

7. List Associated Permits:

8. Describe Anticipated Incremental Development, if any:

9. Zoning Designation: _____

10. Site Size: _____ square-feet _____ acres

11. Square-Footage of Structure(s): _____ square-feet

12. # of Floors of Structure(s): _____

13. # Off-Street Parking Spaces: _____

14. Square-Footage of Parking Lot and/or Impervious Surface Area _____ square-feet

15. Estimated Amount of Grading: _____ cubic yards
16. Maximum Heights of Man-made Slopes: _____
17. If Residential:
- Number of Units: _____ Sales/Rental Price Range: _____
- Unit Sizes: _____ Household Size Expected: _____
18. If Commercial:
- Type of Use: _____ Square-Footage: _____
- Employees per Shift: _____
19. If Industrial:
- Type of Use: _____ Square-Footage: _____
- Employees per Shift: _____
20. If Institutional:
- Major Function: _____ Square-Footage: _____
- Employees per Shift: _____
21. If the project involves a VARIANCE, CONDITIONAL USE PERMIT, RE-ZONE/GENERAL PLAN AMENDMENT, SPECIFIC PLAN, COASTAL DEVELOPMENT PERMIT indicate clearly why the application is required.

ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS?

All questions answered with a YES shall include a discussion on a separate sheet(s) of paper.

YES NO

22. Change in existing features or any bays, tidelands, beaches, lakes, hills or substantial alternation of ground contours.		
23. Change in scenic views or vistas from existing residential area or public lands or roads.		
24. Change in pattern, scale or character of general area of project.		
25. Significant amounts of solid waste or litter.		
26. Changes in dust, ash, smoke, fumes or odors in vicinity.		
27. Change in ocean, bay, lake, stream, or ground water quality or alteration of existing drainage patterns, including drainage into an Environmental Sensitive Area (ESA).		
28. Substantial change in existing noise or vibration levels in the vicinity.		
29. Site on filled land or on slope of 10% or more.		
30. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.		
31. Substantial change in demand for municipal services (police, fire, water, sewage, parks, schools, etc.)		
32. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)		
33. Relationship to a larger project or series of projects.		
34. Has a prior Environmental Impact Report (EIR) been prepared for a program, plan, policy or ordinance consistent with this project.		
35. If you answered yes to question 34, may this project cause significant effects on the environment that were not examined in the prior EIR.		

ENVIRONMENTAL SETTING:

36. Describe the project site as it exists before the project, including information on topography (including distinguishing natural and manmade characteristics), soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site and the use of the structures. *Please include photographs of the project site.*
37. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (single-family, apartment, shops, etc.) and scale of development (height, frontage, set-back, rear-yard, etc.) *Please include photographs of the vicinity.*

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements, and information presented are true and correct to the best of my knowledge and behalf.

PRINT NAME of Person Who Completed Application

SIGNATURE

DATE

PRINT NAME

SIGNATURE of Applicant (if different than above)

DATE